

**RSR GROUP, INC.  
JOB DESCRIPTION**

**POSITION TITLE:** Accounting Manager

**TITLE OF IMMEDIATE SUPERVISOR:** Director of Corporate Accounting

**DATE SUBMITTED:** December 2020

**POSITION SUMMARY:**

This position is responsible for leading, motivating, training, and reviewing the work of the Accounts Payable Specialists. The Accounting Manager oversees the accounts payable process and ensures that vendor payments are processed accurately and timely, and open invoice and inventory receipt status reports are accurate, up-to-date, and distributed in a timely manner.

**REGULAR DUTIES AND RESPONSIBILITIES:**

Manages the Accounts Payable Specialists in making sure that vendor invoices are properly matched to inventory receipts, discrepancies are correctly and promptly reported to the warehouse and purchasing teams, and payments are made timely to take advantage of vendor discounts, and in delivering the highest levels of operational excellence and customer service for internal customers and vendors.

Reviews the Missing Product and Packing Slip reports maintained by the Accounts Payable Specialists to ensure that they are accurate and up-to-date. Follows up with the Accounts Payable Specialists to make corrections as needed.

Ensures that invoices and emails received in the Accounts Payable inboxes are printed, archived, and/or adequately addressed in a timely manner, as appropriate.

Works with the accounts payable and purchasing staff to investigate and address vendor invoice and statement reconciliation issues.

Documents and evaluates accounts payable processes and procedures, and recommends improvements to management that increase accuracy, efficiency, and/or customer satisfaction.

Evaluates, communicates, and documents employees' performance in a timely manner. Conducts annual performance evaluations of direct reports. Submits reviews to Director of Corporate Accounting and Human Resources for approval.

Works with Human Resources to recruit, interview, and hire new employees.

Develops training programs for new employees, conducts their training, and reviews their work until they are able to work independently with minimal supervision and review.

Serves as a backup for the Accounts Payable Specialists, when needed.

Directs various special projects, as needed.

**EMPLOYEES SUPERVISED:**

7 to 10.

**QUALIFICATIONS:**

An undergraduate or graduate degree in accounting, at least five years of experience in accounting (one of which was in a supervisory capacity) or accounts payable supervision, in-depth knowledge of Generally Accepted Accounting Principles and AICPA professional standards, and strong attention to detail, communication, and analytical skills are required. This person must be proficient in the use of Microsoft Excel, word processing, and an adding machine.

**Physical demands:**

While performing the duties of the Accounting Manager, the employee is regularly required to talk and hear. The employee is frequently required to walk, sit, use hands to handle or feel and reach with hands and arms. Specific vision ability required include, close vision, distance vision, peripheral vision and ability to adjust focus. The physical demands of this job are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DUTIES AND RESPONSIBILITIES MAY BE ADDED, DELETED OR CHANGED AT ANY TIME AT THE DISCRETION OF MANAGEMENT, FORMALLY OR INFORMALLY, EITHER VERBALLY OR IN WRITING.